

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-135

This position is also being advertised AGR. The AGR Announcement number is 21-06.

POSITION TITLE/NUMBER: HR Specialist (Military), 06-135, (PD Number 80434000)

GRADE/SALARY: GS-0201-12 \$63,193.00 - \$82,148.00 per annum

DUTY LOCATION: 192d FW, Sandston, VA

OPENING DATE: 24 August 2006

CLOSING DATE: 27 September 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified enlisted personnel employed (permanent) in the Virginia Air National Guard Military Technician Program.

GROUP II - All qualified Virginia Army or Air National Guard Enlisted Personnel, regardless of employment status (Traditional/Military Technician/AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during, the advertisement period.

GROUP III - Individuals eligible for membership in the Virginia National Guard.

MILITARY ASSIGNMENT: This position is supervised by a Col/06. Grade inversion will not be authorized. Compatible AFSCs: 37PX

POINT OF CONTACT: Col Johnny Haikey, (804) 236-6505

SELECTING OFFICIAL: Col Jay M. Pearsall, 192d FW Air Commander

QUALIFICATION REQUIREMENTS:

GENERAL: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months of experience which equipped the applicant with the specialized experience to successfully perform the duties of the position, such as: experience which provided a thorough knowledge of Readiness/Mobility related functions to include knowledge of and experience with preparing and/or reviewing military orders and managing deployment related operating systems; extracting numerical or detailed military personnel information from various sources to analyze data for records, reports, or other assignments; experience in writing procedural material; experience researching, interpreting, and applying regulations, directives, etc. to establish military personnel policies and procedures; experience which has provided a knowledge of the structure of a military organization.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare statements addressing all KSAs listed below. Explain any military and civilian experience which supports each KSA. Failure to provide KSAs will result in the inability to certify applicant for the position. **The KSA's are NOT used for basic qualification.** The KSA's are not used for basic qualification. KSA's may be used as a factor in evaluating candidates of the election of the Selecting Official/Interviewing Official.

1. Ability to analyze, coordinate and gather facts pertaining to specific military personnel transactions.
2. Ability to formulate policies in writing and give presentations or briefings.
3. Ability to formulate policies based on rules and regulations.
4. Knowledge of military organizational structure.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a field directly related to the position. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

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DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 80434000: Provides state level coordination of all military personnel programs, including but not limited to: enlistment, appointment, performance evaluation reports, promotions, officer and enlisted selective retention, discharges, separations, recruiting and retention, incentives, and training. Coordinates a statewide incentive program, and serves as the focal point for all matters pertaining to the program. Responsible for the management of the State ANG Retention Program for enlisted and officer personnel. Serves as principal assistant to the Administrative Officer and in his/her absence ensures continuity of operations. Manages the state Officer Effectiveness Report Program. Manages the federal and state ANG Military Awards Program. Assists in the investigation of and may represent the department on Congressional and other high level inquiries. Monitors the ANG Schools Program and performs follow-on training for Professional Military Education (PME) and all technical schools not associated with inactive duty training. Conducts research on difficult individual personnel and administrative problems; provides technical and specialized data, background material, and references; and recommends solutions and courses of action to be followed. Responsible for supervisory personnel management functions. Hears employee grievances and deals with union representatives as necessary. Provides oversight to the unit level Family Support Program.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vaguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcement are available at <http://neguard.com/jobs/Docs/statepoc.htm>.

06-135

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer